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Recorded by CSPD

# FITNESS REPORT

EMPLOYEE SERIAL NUMBER

(b)(3)

## SECTION A — GENERAL

| 1. NAME (Last) | (First) | (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. GRADE |
|---|---|---|---|---|---|
| Sudmeier | Elizabeth | | | F | GS-12 |

| 5. SERVICE DESIGNATION | 6. OFFICIAL POSITION TITLE | 7. OFF/DIV/BR OF ASSIGNMENT |
|---|---|---|
| DI | Ops Officer | DDP/NE |

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| 8. CAREER STAFF STATUS | | | | 9. TYPE OF REPORT | | | |
|---|---|---|---|---|---|---|---|
| NOT ELIGIBLE | MEMBER | DEFERRED | | INITIAL | | REASSIGNMENT/SUPERVISOR | |
| PENDING | DECLINED | DENIED | | ANNUAL | | REASSIGNMENT/EMPLOYEE | |

| 10. DATE REPORT DUE IN O.P. | 11. REPORTING PERIOD From | To | SPECIAL (Specify) |
|---|---|---|---|
| | 1 July 60 | 7 Sept 61 | |

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## SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

| SPECIFIC DUTY NO. 1 | RATING NO. | SPECIFIC DUTY NO. 4 | RATING NO. |
|---|---|---|---|
| Station Reports and Requirements Officer | 6 | Collates, edits, annotates raw reports and prepares them for dissemination | 6 |
| **SPECIFIC DUTY NO. 2** | **RATING NO.** | **SPECIFIC DUTY NO. 5** | **RATING NO.** |
| Case officer | 5 | Supervises maintenance of station subject files and individual dossiers and cards | 6 |
| **SPECIFIC DUTY NO. 3** | **RATING NO.** | **SPECIFIC DUTY NO. 6** | **RATING NO.** |
| Disseminates station intelligence | 6 | Reviews reports production of all station assets and agents | 5 |

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## SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - *Performance in many important respects fails to meet requirements.*
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 5

## SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

| CHARACTERISTICS | NOT APPLICABLE | NOT OBSERVED | RATING 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|---|
| GETS THINGS DONE | | | | | | | X |
| RESOURCEFUL | | | | | | X | |
| ACCEPTS RESPONSIBILITIES | | | | | | | X |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | X | |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | | X |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | X | |
| WRITES EFFECTIVELY | | | | | | X | |
| SECURITY CONSCIOUS | | | | | | X | |
| THINKS CLEARLY | | | | | | X | |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | | | X | |
| OTHER (Specify): Knowledgeable about | [redacted] | | | | | | X |

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SEE SECTION "E" ON REVERSE SIDE



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**SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

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Miss Sudmeier has served in several [redacted] and has a wealth of knowledge, not only [redacted] political and economic developments over the past ten years but also of Agency activities and assets [redacted] during this period. This background has been invaluable in her job as station reports officer and has particularly equipped her for evaluating intelligence and preparing agent reports for dissemination.

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In addition to her reports and requirements work this officer has acted as case officer for [redacted] and has herself developed several persons of operational or intelligence benefit to the station. She seems to eat, sleep and breathe intelligence business.

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She is a perfectionist in all phases of reports work and is dedicated to her job to an outstanding degree. She voluntarily agreed to a one year extension of her two year tour [redacted]. She is capable of assuming greater supervisory responsibility in the Reports and Requirements field.

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**SECTION F — CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

*I certify that I have seen Sections A, B, C, D and E of this Report.*

| DATE | SIGNATURE OF EMPLOYEE |
|---|---|
| | |

**2. BY SUPERVISOR**

| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |
|---|---|
| 29 | Prepared in Headquarters by COS who is taking a copy back to the station to show employee |

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IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

| | | | |
|---|---|---|---|
| | EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | | REPORT MADE WITHIN LAST 90 DAYS |
| | OTHER (Specify): | | |

| DATE | OFFICIAL TITLE OF SUPERVISOR | |
|---|---|---|
| 7 Sept. 1961 | Chief of Station, [redacted] | |

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**3. BY REVIEWING OFFICIAL**

| | |
|---|---|
| X | I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. |
| | I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. |
| | I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. |
| | I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. |

COMMENTS OF REVIEWING OFFICIAL

| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | |
|---|---|---|
| 7 Sept. 1961 | CNE [redacted] | |

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